## Capstone Pacific College

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# SCHOOL PERFORMANCE FACT SHEET 2012 & 2013 Calendar Years

Microcomputer Office Specialist Program (20 weeks)

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program (40 hours)
Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program (40 hours)

The following is a School Performance Fact Sheet providing information to all prospective students for the purpose of supporting informed education choices. The Bureau for Private Postsecondary Education (BPPE) requires that each institution provide all prospective students with a School Performance Fact Sheet, in fulfillment of the requirements set forth in Section 94910 of the California Private Postsecondary Education Act of 2009, that provides information for each program offered in regard to completion rates, placement rates, licensure exam passage rates, salary/wage information and student loan information.

#### **ON-TIME COMPLETION RATES**

Microcomputer Office Specialist Program

Wheredonipater office specialist rogram								
Calendar Year	Number of	Students	Graduates <sup>3</sup>	Completion				
	Students Who	Available for		Rate⁴				
	Began Program <sup>1</sup>	Graduation <sup>2</sup>						
2013	0	0	0	0%				
2012	11	11	7	64%				

#### Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

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Calendar Year	Number of	Students	Graduates <sup>3</sup>	Completion
	Students Who Available fo			Rate⁴
	Began Program <sup>1</sup>	Graduation <sup>2</sup>		
2013	0	0	0	0%
2012	0	0	0	0%

## Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Graduates <sup>3</sup>	Completion Rate <sup>4</sup>
2013	0	0	0	0%
2012	0	0	0	0%

## STUDENTS COMPLETING AFTER PUBLISHED PROGRAM LENGTH (101-150% COMPLETION RATE)

Microcomputer Office Specialist Program

Calendar Year	Number of	Students	Graduates	Completion			
	Students Who	Available for	(150%) <sup>5</sup>	Rate (150%) <sup>6</sup>			
	Began Program <sup>1</sup>	Graduation <sup>2</sup>					
2013	0	0	0	0%			
2012	11	11	0	0%			

## Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

Calendar Year	Number of	Students	Graduates	Completion
	Students Who	Available for	(150%) <sup>5</sup>	Rate (150%) <sup>6</sup>
	Began Program <sup>1</sup>	Graduation <sup>2</sup>		

2013	0	0	0	0%
2012	0	0	0	0%

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

Calendar Year	Number of	Students	Graduates	Completion
	Students Who	Available for	(150%) <sup>5</sup>	Rate (150%) <sup>6</sup>
	Began Program <sup>1</sup>	Graduation <sup>2</sup>		
2013	0	0	0	0%
2012	0	0	0	0%

- 1. "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- 2. "Students available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- 3. "Graduates" is the number of students who completed the program within 100% of the program length.
- 4. "Completion Rate" is the number of Graduates divided by the Number of Students Available for Graduation.
- 5. *"150% Graduates"* represents the number of students who completed the program within 101-150% of the published program length.
- 6. "150% Completion Rate" represents the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

Student's Initials:	Date:

#### **PLACEMENT RATES**

Graduates of Capstone Pacific College are prepared to embark on a new career in Microcomputer Office Specialist and Microcomputer Operators. CPC does not offer or job placement, however referrals may be obtained in certain cases.

Microcomputer Office Specialist Program

Calendar	Number	Number of	Graduates	Graduates	Placement	Graduates	Graduates
Year	of	Graduates <sup>2</sup>	Available for	Employed	Rate %	Employed in	Employed in
	Students		Employment	in the	Employed	the Field an	the Field at
	Who		3	Field <sup>4</sup>	in the Field <sup>5</sup>	average of less	least 32 hours
	Began					than 32 hours	per week
	Program <sup>1</sup>					per week	
2013	0	0	0	0	0%	0	0
2012	11	7	7	7	100%	0	7

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

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Calendar	Number	Number of	Graduates	Graduates	Placement	Graduates	Graduates		
Year	of	Graduates <sup>2</sup>	Available for	Employed	Rate %	Employed in	Employed in		
	Students		Employment	in the	Employed	the Field an	the Field at		
	Who		3	Field <sup>4</sup>	in the Field <sup>5</sup>	average of less	least 32 hours		
	Began					than 32 hours	per week		
	Program <sup>1</sup>					per week			
2013	0	0	0	0	0%	0	0		
2012	0	0	0	0	0%	0	0		

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

Calendar	Number	Number of	Graduates	Graduates	Placement	Graduates	Graduates
Year	of	Graduates <sup>2</sup>	Available for	Employed	Rate %	Employed in	Employed in
	Students		Employment	in the	Employed	the Field an	the Field at
	Who		3	Field <sup>4</sup>	in the Field⁵	average of less	least 32 hours
	Began					than 32 hours	per week
	Program <sup>1</sup>					per week	
2013	0	0	0	0	0%	0	0
2012	0	0	0	0	0%	0	0

- 1. "Number of Students Who Began Program" means the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
- 2. "Number of Graduates" is the number of students who have completed the program within 100% of the published program length.
- 3. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- 4. "Graduates Employed in the Field" means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination result for the first available after a student completes an applicable educational program.
- 5. "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

Students are entitled to a list of the job classifications considered to be in the field of this educational program.	To
obtain this list, please ask a Capstone Pacific College representative.	

Stude	nt's	Initials	:	Date:

#### EXAMINATION PASSAGE RATES (for licensure examinations not continuously administered)

Microcomputer Office Specialist Program

Number of Students Taking Exam <sup>1</sup>	Fxam Date		Number Who Failed Exam	Passage Rate <sup>3</sup>
NA	NA	NA	NA	NA

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

Number of Students Taking Exam <sup>1</sup>	Exam Date <sup>2</sup>	Number Who Passed Exam	Number Who Failed Exam	Passage Rate <sup>3</sup>
NA	NA	NA	NA	NA

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

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Number of Students Taking Exam <sup>1</sup>	Exam Date <sup>2</sup>	Number Who Passed Exam	Number Who Failed Exam	Passage Rate <sup>3</sup>
Taking Liam		i asseu Exam	LAGIII	
NA	NA	NA	NA	NA

- 1. "Number of Students Taking Exam" is the number of students who completed the program within 150% of published program length and who took the exam in the reported calendar year for the first time.
- 2. "Exam Date" is the date for the first available exam after the students completed the program.

3. "Passage Rate" is calculated by dividing the number of students who pass the exam by the number of graduates who took the reported licensing exam.

## LICENSE EXAMINATION PASSAGE RATES (continually administered examinations)

Microcomputer Office Specialist Program

Calendar Year	Number of Students Taking Exam <sup>1</sup>	Number Who Passed First Exam Taken <sup>2</sup>	Number Who Failed First Exam Taken	Passage Rate <sup>3</sup>
2013	NA	NA	NA	NA
2012	NA	NA	NA	NA

Microcomputer Operations and Data Entry & Spreadsheet Solutions and Applications Program

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Calendar Year	Number of Students Taking Exam <sup>1</sup>	Number Who Passed First Exam Taken <sup>2</sup>	Number Who Failed First Exam Taken	Passage Rate <sup>3</sup>
2013	NA	NA	NA	NA
2012	NA	NA	NA	NA

Microcomputer Operations and Data Entry & Word Processing Operations and Applications Program

Calendar Year	Number of Students Taking Exam <sup>1</sup>	Number Who Passed First Exam Taken <sup>2</sup>	Number Who Failed First Exam Taken	Passage Rate <sup>3</sup>
2013	NA	NA	NA	NA
2012	NA	NA	NA	NA

- 1. "Number of Students Taking Exam" is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.
- 2. "Number Who Passed First Exam Taken" is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.
- 3. "Passage Rate" is calculated by dividing the number of students who pass the exam by the number of graduates who took the reported licensing exam.

Student's Initials:	Date:
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## **SALARY AND WAGE INFORMATION**

Capstone Pacific College graduates may start in entry level positions and should expect to earn salaries at the lower end of the hourly and/or salary range. Employment, career advancement, income, and the success or satisfaction of an individual student are not guaranteed and depend upon the local and national economy at the time, the graduate's abilities efforts and prior experience, and other factors. We recommend that you conduct your own due diligence in the local job markets in which you anticipate applying to determine the salaries and opportunities available to graduates on entry into the field.

Microcomputer Office Specialist Program

merocompater office openianse rogram									
Calendar	Graduates	Graduates	Annual S	alary and Wa	ages reporte	d Graduates	Employed ir	the Field <sup>3</sup>	
Year	Available for Employment <sup>1</sup>	Employed in the Field <sup>2</sup>	\$0- \$5,000	\$5,001- 10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$25,000	\$25,001- \$35,000	
2013	0	0	0	0	0	0	0	0	
2012	7	7	0	0	7	0	0	0	

Calendar	Graduates	Graduates	Annual Sa	lary and Wa	iges reporte	d Graduates	Employed in	the Field <sup>3</sup>
Year	Available for Employment <sup>1</sup>	Employed in the Field <sup>2</sup>	\$35,001- \$40,000	\$40,001- \$45,000	\$45,001- \$50,000	\$50,001- \$55,000	\$55,001- \$60,000	\$60,001- \$65,000
2013	See above	See above	0	0	0	0	0	0

				1			1	
2012	See above	See above	0	0	0	0	0	0
Calendar	Graduates	Graduates	Annual Sa	lary and Wa	ges reporte	d Graduates	Employed in	the Field
Year	Available for Employment <sup>1</sup>	Employed in the Field <sup>2</sup>	\$65,001- \$70,000	\$70,001- \$75,000	\$75,001- \$80,000	\$80,001- \$85,000	\$85,001- \$90,000	\$90,001 \$95,000
2013	See above	See above	0	0	0	0	0	0
2012	See above	See above	0	0	0	0	0	0
	Graduates	Graduates	Annual Sa	alarv and Wa	ages reporte	d Graduates	Employed ir	n the Field
Calendar Year	Available for Employment <sup>1</sup>	Employed in the Field <sup>2</sup>	\$95,001- \$100,000	Over \$100,001			Reporting Sal	
2013	See above	See above	0	0			0	
2012	See above	See above	0	0			0	
Лicrocomp	uter Operations	-						
Calendar	Graduates	Graduates		alary and Wa	iges reporte		Employed ir	
Year	Available for Employment <sup>1</sup>	Employed in the Field <sup>2</sup>	\$0-	\$5,001-	\$10,001-	\$15,001-	\$20,001-	\$25,001
			\$5,000	10,000	\$15,000	\$20,000	\$25,000	\$35,000
2013	0	0	0	0	0	0	0	0
2012	0	0	0	0	0	0	0	0
Calendar	Graduates Available for	Graduates		1			Employed in	
Year	Employment <sup>1</sup>	Employed in the Field <sup>2</sup>	\$35,001- \$40,000	\$40,001- \$45,000	\$45,001- \$50,000	\$50,001- \$55,000	\$55,001- \$60,000	\$60,001 \$65,000
2013	See above	See above	0	0	0	0	0	0
2012	See above	See above	0	0	0	0	0	0
Calaradan	Graduates	Graduates	Annual Sa	lary and Wa	ges reporte	d Graduates	Employed in	the Field
Calendar Year	Available for Employment <sup>1</sup>	Employed in the Field <sup>2</sup>	\$65,001- \$70,000	\$70,001- \$75,000	\$75,001- \$80,000	\$80,001- \$85,000	\$85,001- \$90,000	\$90,001 \$95,000
2013	See above	Coolobous					0	
2012		See above	0	0	0	0	0	0
	See above	See above	0	0	0	0	0	0
		See above	0	0	0	0	0	0
Calendar Year	Graduates Available for	See above  Graduates Employed in	0	0	0 ages reporte	0 d Graduates	0 Employed in	0 n the Field
Year	Graduates Available for Employment <sup>1</sup>	See above  Graduates  Employed in the Field <sup>2</sup>	0 Annual Sa	0 alary and Wa	0 ages reporte	0 d Graduates	0	0 n the Field
Year 2013	Graduates Available for Employment <sup>1</sup> See above	Graduates Employed in the Field <sup>2</sup> See above	0 Annual Sa \$95,001- \$100,000	0 alary and Wa Over \$100,001 0	0 ages reporte	0 d Graduates udents not F	0 Employed in	0 n the Field
Year	Graduates Available for Employment <sup>1</sup>	See above  Graduates  Employed in the Field <sup>2</sup>	0 Annual Sa \$95,001- \$100,000	0 alary and Wa Over \$100,001	0 ages reporte	0 d Graduates udents not F	0 Employed ir	0 n the Field
Year 2013 2012	Graduates Available for Employment <sup>1</sup> See above	Graduates Employed in the Field <sup>2</sup> See above See above	0 Annual Sa \$95,001- \$100,000 0 0	O alary and Wa Over \$100,001 0 0	onges reporte St  perations an	0 d Graduates udents not F	0 Employed ir Reporting Sal 0 0 ns Program	0 the Field
Year 2013 2012  Aicrocomp  Calendar	Graduates Available for Employment <sup>1</sup> See above See above	Graduates Employed in the Field <sup>2</sup> See above See above	0 Annual Sa \$95,001- \$100,000 0 0 4 Word Pr Annual Sa	O  Alary and Wa  Over \$100,001  O  O  Cocessing Operators and Wa	o ges reporte St  perations an ages reporte	0 d Graduates udents not F	Employed in Reporting Sal 0 0 ms Program Employed in	0 the Field
Year 2013 2012  Microcomp	Graduates Available for Employment <sup>1</sup> See above See above uter Operations Graduates	Graduates Employed in the Field <sup>2</sup> See above See above and Data Entry Graduates	0 Annual Sa \$95,001- \$100,000 0 0  **Reverse **Process** Annual Sa \$0-	Over \$100,001  O 0  Cocessing Operators and Was \$5,001-	oges reporte St  perations an ages reporte \$10,001-	0 d Graduates udents not F d Application d Graduates \$15,001-	Employed ir Reporting Sal 0 0 ms Program Employed ir \$20,001-	0 the Field ary the Field \$25,001
Year 2013 2012  Aicrocomp  Calendar	Graduates Available for Employment <sup>1</sup> See above See above  uter Operations Graduates Available for	Graduates Employed in the Field <sup>2</sup> See above See above  and Data Entry Graduates Employed in	0 Annual Sa \$95,001- \$100,000 0 0 4 Word Pr Annual Sa	O  Alary and Wa  Over \$100,001  O  O  Cocessing Operators and Wa	o ges reporte St  perations an ages reporte	0 d Graduates udents not F	Employed in Reporting Sal 0 0 ms Program Employed in	0 the Field

Calendar Year	Graduates	Graduates	Annual Sa	lary and Wa	iges reporte	d Graduates	Employed in	the Field <sup>3</sup>
	Available for	Employed in	\$35,001-	\$40,001-	\$45,001-	\$50,001-	\$55,001-	\$60,001-
	Employment*	the Field <sup>2</sup>	\$40,000	\$45,000	\$50,000	\$55,000	\$60,000	\$65,000
2013	See above	See above	0	0	0	0	0	0

Calendar Year	Graduates Available for Employment <sup>1</sup>	Graduates Employed in the Field <sup>2</sup>	Annual Salary and Wages reported Graduates Employed in the Field <sup>3</sup>					
			\$65,001-	\$70,001-	\$75,001-	\$80,001-	\$85,001-	\$90,001-
			\$70,000	\$75,000	\$80,000	\$85,000	\$90,000	\$95,000
2013	See above	See above	0	0	0	0	0	0
2012	Soo abovo	See above	Λ	Λ	Λ	Ο	Λ	0

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See above

2012

See above

Calendar	Graduates	Graduates	Annual Salary and Wages reported Graduates Employed in the Field <sup>3</sup>			
Year	Available for Employment <sup>1</sup>	Employed in the Field <sup>2</sup>	\$95,001- \$100,000	Over \$100,001	Students not Reporting Salary	
2013	See above	See above	0	0	0	
2012	See above	See above	0	0	0	

- 1. "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment. "Graduates unavailable for employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- 2. "Graduates Employed in the Field" means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination result for the first available after a student completes an applicable educational program.
- 3. "Salary" is as reported by the student. Not all graduates report salary. A list of the employers of the Graduates Employed in the field can be obtained from CPC.

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask a Capstone Pacific College representative.

Student's Initials:	Date:

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#### STUDENT LOAN INFORMATION

At the present time, Capstone Pacific College does NOT participate in federal and state financial programs, and does NOT offer any financial aid programs.

If a student obtains a loan to pay for the educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Student's Initials:	Date:

If you have any questions about how the data reflected on the above charts was gathered or if you want a list of employment positions determined to be within the field for any specific program for which statistics are reported above, please contact Capstone Pacific College.

This School Performance Fact Sheet is filed with the Bureau for Private Postsecondary Education (BPPE). Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed the Bureau for Private Postsecondary Education at: P.O.Box 980818, West Sacramento, CA 95798-0818 or 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <a href="https://www.bppe.ca.gov">www.bppe.ca.gov</a>, Phone: (916) 431-6959 or Toll Free: (888) 370-7589, Fax: (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name(Print):	
Student Signature:	Date:
School Official Signature:	Date: